



DEPARTMENT OF THE ARMY
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)
5316 SOUTH DOUGLAS BOULEVARD
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO
ATTENTION OF

S: 29 October 2004

AFRC-TOK-PR (135)

8 August 2004

MEMORANDUM FOR

Commanders, All USARC Major Subordinate Commands, ATTN: DCSPER/G1/ACSPER/ACSPA
Commander, US Army Europe and Seventh Army, ATTN: AEAGC-RC-AR, APO AE 09007
Commander, US Army Pacific, ATTN: APRC-AR, Fort Shafter, HI 96858-5100
Commander, US Army Special Operations Command, ATTN: AOPE-RPB, Ft Bragg, NC 28307
Commander, US Army Reserve Personnel Center, ATTN: DARP-EPA-SM, 1 Reserve Way, St
Louis, MO 63132-5200

SUBJECT: Announcement of Nominative Command Sergeant Major (CSM) Position Vacancy

1. Applications are being accepted for the position of Command Sergeant Major, Headquarters, 95th Division (IT), 5316 S Douglas Boulevard, Oklahoma City, OK. Selected CSM will begin duties on or about 15 November 2004.

2. **SUMMARY OF DUTIES:** Serves as the Command Sergeant Major for the Commander, 95th Division (IT). Serves as the principle advisor to the Commanding General and members of the staff on all enlisted issues to include personnel, training and readiness posture. Maintains liaison with the senior enlisted leadership throughout the Command, with higher headquarters and professional military associations.

3. **ELIGIBILITY CRITERIA:** Only Command Sergeants Major or Sergeants Major with reappointment rights may submit applications for this position. TPU CSM's, IRR/IMA CSM's, AGR CSM's and mobilized CSM's are eligible to apply. Applicants must be a graduate of the Sergeants Major Academy and must be able to complete this assignment prior to reaching Maximum Years of Service or Mandatory Removal Date (Age 60). Current CSM's must ensure they can be released from their assigned agency.

4. An AGR CSM who is selected for this nominative position must be released from active duty to accept this position.

5. **APPLICATION PROCEDURES:** Submit your application directly to Commander, 95th Division (IT), ATTN: AFRC-TOK-PR (Shannon Perkins), 5316 S. Douglas Blvd, Oklahoma City, OK 73150-3409 to arrive not later than 29 October 2004.

6. The Commanding General desires the following qualifications:

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- a. Must have excellent management, leadership and communication skills.
- b. Possess broad technical and operational knowledge of Enlisted Personnel Management, Army Training Management System, Enlisted Advancement and Promotion System, Retention and Incentive Programs, Non-Commissioned Officer Evaluation Reports (NCOER) and Education System (NCOES), Army Reserve Qualitative Retention Program, and Command Sergeant Major Selection and Management Program.
- c. Must be physically fit and able to promote the Army Physical Fitness Program and meet height/weight standards of AR 600-9.
- d. Have served as a CSM at the Brigade level or higher.
- e. Must be available and willing to perform extensive periods of duty and travel above the regular scheduled IDT and AT.

7. The application packet will be prepared in the following format.

TAB A. Current official photo IAW AR 640-30 (Must be within 12 months).

TAB B. Biographical Summary (Figure 6-1, AR 135-205)

TAB C. Certified copies of DA Form 2A and DA Form 2-1. The following will be entered in item 35, DA Form 2-1 and will be completed by the Soldier: "I have reviewed the information contained herein and it is correct and complete", signature and date.

TAB D. Certified copies of the last five NCOERs.

TAB E. Unit commander's certification that applicant meets height/weight standards IAW AR 600-9 and DA Form 5500-R or DA Form 5501-R, if applicable.

TAB F. DA Form 705 showing the last three APFTs.

TAB G. DA Form 1059 from Sergeants Major Course.

8. POC is Mrs. Shannon Perkins, 800-427-6995, ext 240, 405-419-1640, Fax 405-419-8341, E-Mail, PerkinsSL@usarc-emh2.army.mil.

FOR THE COMMANDER:

//original signed//
JIMMIE D. BIGGS
COL, GS, USAR
Deputy Chief of Staff, G-1